

DEPARTMENT OF CONSUMER PROTECTION
JOB OPPORTUNITY
OFFICE ASSISTANT
LICENSE SERVICES DIVISION

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on a current examination list (see eligibility requirement below).

Location: 165 Capitol Avenue, Hartford, CT

Job Posting No: 9558

Hours: 40

Salary: \$38,552 - \$50,582 / annual
NEW HIRES TO STATE EMPLOYMENT START AT MINIMUM

Closing Date: April 4, 2014

Position Description: Examples of duties of this position as an Office Assistant in the License Services Division of the Department of Consumer Protection include but are not limited to; open and sort all incoming mail for the public charity Unit, data entry of new and renewal applications; deposit all registration fees; answer public charity unit telephone; assist in the completion of system configured workflows; scanning or filing of documents; record reported campaign dollar figures for closed solicitation campaigns; assist in maintaining files and responding to public inquiries.

Preferred Knowledge, Skills and Abilities: Computer skills, including Microsoft Outlook, Word, Excel, and PowerPoint; typing and proofreading ability; knowledge of proper grammar, punctuation and spelling; interpersonal, communication and organizational skills; ability to complete assignments within specified deadlines; ability to communicate, both verbally and in writing; experience or knowledge of the Department's CAVU eLicensing system.

Eligibility Requirement: Candidates must have applied for and passed the Office Assistant exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter which states their interest and suitability for the position; a resume; three letters of professional reference from current and / or former supervisors and an Application for Examination or Employment (Form CT-HR-12- available at: http://das.ct.gov/HR/Forms/CT-HR12_Application.pdf) . State employees must include copies of their last three (3) annual performance evaluations (must be current and consecutive) in lieu of references no later than the closing date to:

Linda Shackett-Blue, Human Resources
DAS / SmART-HR
165 Capitol Avenue, 5TH Floor-East
Hartford, CT 06106
Confidential Fax: (860) 622-2968 (preferred method)
Email: linda.shackett-blue@ct.gov

Applications must be received by the closing date above. Incomplete and/or late application packages will not be considered. Interviews will be limited to those whose experience and training most closely meet the requirement of this position. **Due to the large volume of applications received, we are unable to provide confirmation of receipt or status updates during the recruitment process.**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.